**College Place School District**

**Athletic and Activities Department**

**1755 S. College Avenue, College Place WA 99324**

Kenneth James- District Activities Coordinator and CPHS Athletic Director

Lori Sutherland- Athletic Director Sager Middle School

Cheryl King- Activities and Athletics Secretary

**Parents and Guardians,**

We are very excited to announce that the College Place Public Schools Athletic and Activities Department has partnered with FinalForms, an online forms and data management service. FinalForms allows you to complete and sign athletic participation forms for your students. The most exciting news is that FinalForms saves data from season-to-season and year-to-year, meaning that you will never need to enter the same information twice! FinalForms also pre-populates information wherever possible, for each of your students, saving you time.

You may review your data at any time to verify it is current. You will be required to sign your forms once per year and after any update.

Click on the Parent Playbook (attached) to get started in FinalForms. If you require any support during the process, scroll to the page bottom and click “Use Support”.

**We are asking that ALL parents of athletes use FinalForms.**

**Please register at:** [**https://collegeplace-wa.finalforms.com/**](https://collegeplace-wa.finalforms.com/) **or visit the cpps.org Athletic Page- Registration Section and follow the prompts to create your account, create your students and sign your forms.**

Thank you for your assistance in streamlining our paperwork processes at College Place Public Schools.

Kenneth James

District Activities Coordinator

CPHS Athletic Director

College Place Public Schools

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